

DEPUTY CITY CLERK

FLSA Code: E

Job Code: 1351

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult paraprofessional and administrative work assisting the City Clerk with the preparation and maintenance of the city's official records and support of the city's legislative body; does related work as required. Work is performed under the general supervision of the City Clerk.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, pulling, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assists the City Clerk with preparing and maintaining official records and files; preparing reports and correspondence; coordinating agenda preparation; ensuring compliance with statutes, ordinances and policies.

Assists with preparation of the agenda and assembly and distribution of agenda packets;

Assists the City Clerk with transcription, preparation and distribution of Council meeting minutes;

Sets up and maintains complex filing systems in the office of the City Clerk;

Maintains the Council's boards and commissions register, notifies Council of pending vacancies, advertise vacancies, notifies appointees, receives volunteer applications;

Coordinates meetings, public appearances and travel of Council members;

Researches and prepares responses to citizen inquiries or complaints on behalf of the Council;

Researches and prepares responses to public or Council requests for information;

Drafts public notices and legal advertisements;

Plans and arranges meetings and conferences and schedules appointments;

Maintains confidential personnel and related files;

Acts as City Clerk during absence of City Clerk;

Performs related tasks as required.

REQUIREMENTS/EDUCATION/EXPERIENCE:

Graduation from an accredited community college with major course work in business administration or related field; completion of Certified Municipal Clerk requirements desirable but not required. Considerable experience in municipal government, including the office of an executive; general knowledge of standard office practices, procedures, equipment and secretarial techniques, business English, spelling and arithmetic, the organization and functions of the city government and the general administrative policies and practices; demonstrated ability to maintain detailed office records, perform and organize work independently, communicate ideas effectively, both orally and in writing, establish and maintain effective working relationships with Council, city staff, associates and the general public and to deal with public relations problems courteously and tactfully; demonstrated ability to conduct research and prepare related reports. An equivalent combination of training and experience may be considered.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all-inclusive. Duties, responsibilities and requirements may be added, deleted or changed at any time at the discretion of management.